



Agency Records Disposition Schedule

Department: Department of Higher Education and Workforce
Development
Division: Office of Workforce Development

Section:
Sub-Section:

TITLE: Administrative Vouchers

CUTOFF: EOSFY

DESCRIPTION: Requests for payment of expenses prepared at section-level and submitted to Department.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22318

SERIES STATUS: Approved

APPROVAL DATE: 8/2/2007

TITLE: Alien Foreign Labor Certification

CUTOFF: EOFFY

DESCRIPTION: Records related to a program that monitors working and living conditions for immigrant laborers. Subject to federal audit for 5 years.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22322

SERIES STATUS: Approved

APPROVAL DATE: 8/2/2007

TITLE: Annual Fiscal Management Reports

CUTOFF: EOFFY

DESCRIPTION: Reports prepared by Fiscal Management for individual programs. Reports are submitted to the Governor, Federal bureaus, the Department of Labor, or other entities.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Permanent - Transfer to Missouri State Archives

SERIES: 22316

SERIES STATUS: Approved

APPROVAL DATE: 8/2/2007



Agency Records Disposition Schedule

Department: Department of Higher Education and Workforce
Development
Division: Office of Workforce Development

Section:
Sub-Section:

TITLE: Budget Formulation Papers

CUTOFF:EOFFY

DESCRIPTION: Includes program budget materials and other documents related to the preparation of annual budget. Subject to federal audit for 5 years.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22319

SERIES STATUS: Approved

APPROVAL DATE: 8/2/2007

TITLE: Career Assistance Program (CAP) Participant Files

CUTOFF:EOFY case is closed

DESCRIPTION: Records are kept at various local offices continually as long as participants' cases remain open with the Department of Social Services Family Support Division. Subject to federal audit for 3 years.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22324

SERIES STATUS: Approved

APPROVAL DATE: 8/2/2007

TITLE: Continuous Improvement Report (CIR) Records

CUTOFF:EOSFY

DESCRIPTION: These include reports, meeting records, and other materials related to the CIR program audits conducted by Division personnel for each section of the Division.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22314

SERIES STATUS: Approved

APPROVAL DATE: 8/2/2007



Agency Records Disposition Schedule

Department: Department of Higher Education and Workforce
Development
Division: Office of Workforce Development

Section:
Sub-Section:

TITLE: Federal Grants

CUTOFF: Termination of grant

DESCRIPTION: Records related to grants to Workforce Development from federal agencies.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22327

SERIES STATUS: Approved

APPROVAL DATE: 8/2/2007

TITLE: Financial Reports

CUTOFF: EO FFY

DESCRIPTION: Periodic financial reports prepared by the Fiscal office. Subject to federal audit 5 years.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22317

SERIES STATUS: Approved

APPROVAL DATE: 8/2/2007

TITLE: Governor's Coordinating and Special Services Plans

CUTOFF: EOSFY

DESCRIPTION: Records related to special plans prepared by the Governor in cases of emergency, such as displaced hurricane victims, tornadoes, or other extraordinary circumstances. May be destroyed after conclusion of state audit if completed before end of retention period.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22315

SERIES STATUS: Approved

APPROVAL DATE: 8/2/2007



Agency Records Disposition Schedule

Department: Department of Higher Education and Workforce
Development

Section:

Division: Office of Workforce Development

Sub-Section:

TITLE: Grant Applications-Rejected

CUTOFF: Award of grant

DESCRIPTION: For grants administered annually by the Division of Workforce Development. This series covers grant applications and related documentation for applicants that are not awarded grants. May be destroyed after conclusion of state audit if completed before end of retention period.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22329

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Missouri Employment Training Program (METP)

CUTOFF: EOFY case is closed

DESCRIPTION: Records are kept at various local offices continually as long as participants' cases remain open with the Department of Social Services Family Support Division. Subject to federal audit for 3 years.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22325

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Parent's Fair Share (PFS)

CUTOFF: EOFY case is closed

DESCRIPTION: Records are kept at various local offices continually as long as participants' cases remain open with the Department of Social Services Family Support Division. Subject to federal audit for 3 years.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22326

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007



Agency Records Disposition Schedule

Department: Department of Higher Education and Workforce
Development

Section:

Division: Office of Workforce Development

Sub-Section:

TITLE: Proposals - Rejected

CUTOFF: EOY proposal submitted

DESCRIPTION: Applications for funds and proposed project plans prepared by the Division of Workforce Development and submitted to fund granting entities, but which are not approved. May be destroyed after conclusion of state audit if completed before end of retention period.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22320

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Statewide Program Files

CUTOFF: EOFFY

DESCRIPTION: Includes Missouri customized training files, dislocated worker files, training program for older workers files, and performance grants and service files, as well as documents related to similar such programs that may arise in the future, unless records are otherwise scheduled. Subject to federal audit for 5 years.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22321

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Sub-Grantee Records

CUTOFF: Termination of grant or agreements

DESCRIPTION: Records related to Division's use of grant funds to contract other service providers. Includes contracts, amendments, and modifications, as well as audit records. If grant is renewed, relevant portions of the old file remain open for the renewal period. Subject to federal audit for 5 years.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22328

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007



Agency Records Disposition Schedule

Department: Department of Higher Education and Workforce
Development

Section:

Division: Office of Workforce Development

Sub-Section:

TITLE: Work Opportunity Tax Credit

CUTOFF: EOFFY

DESCRIPTION: Records related to management of a federal tax credit given to employers.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22323

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007
